



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, May 19, 2011
POSITION TITLE:	Executive Director, Psychiatric Inpatient Program at CIW, Division of Correctional Health Care Services	FINAL FILING DATE:	Friday, June 3, 2011
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	Friday, July 8, 2011
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	05192011_1

POSITION DESCRIPTION

Under the direction of the Chief Deputy Secretary, Division of Correctional Health Care Services, and subject to the rules and regulations established by the California Department of Corrections and Rehabilitation, the Executive Director is responsible for the development, organization, and management of California Institution for Women (CIW) Psychiatric Inpatient Program (PIP). The Executive Director is responsible for policy formation and decision making to ensure the effective operations of PIP. The Executive Director provides management and communication interface between the Division of Correctional Health Care Services and hospital staff. The Executive Director ensures the coordination of clinical and administrative services in order to affect the delivery of services in an environment conducive to quality care and treatment of inmate-patients. The Executive Director is a member of the Governing Body and, as its local representative, is authorized to act on behalf of the Governing Body at the hospital during the intervals between meetings. Ensures the PIP's compliance with standards of clinical practice, Title 22, OSHA, the Joint Commission Standards for Behavioral Health Care, and all other applicable Standards and Regulations.

Duties include, but are not limited to:

Ensures that the mission of the PIP at CIW is accomplished through the development of policies and procedures which facilitate and implement laws, State mandates, and Department Special Orders that govern the overall operations of the Program. Ensures that the Department of Public Health regulations are consistently met at the highest achievable level of compliance.

Ensures an integrated strategic planning process that is responsive both to the goals and objectives established in the California Department of Corrections and Rehabilitation and Division of Correctional Health Care Services (DCHCS) Strategic Plan and to the needs and expectations of internal and external stakeholders. Ensures that the strategic planning processes provide for

continuous evaluations and improvement of hospital operations through an effective hospital-wide performance improvement program. As a member of the CIW Executive Team, the Executive Director has responsibility for PIP performance improvement.

Effectively manages the human, physical, financial, and information resources within the annual budget allocation; ensures that strategic planning objectives and priorities are considered in the annual budget development; and negotiates with the California Department of Corrections and Rehabilitation to ensure that the PIP has adequate resources to meet its goals and objectives.

Positively represents the hospital and department; maintains positive relationships between the PIP and the California Department of Corrections and Rehabilitation; fosters good relationships between the hospital and the community; maximizes opportunities to educate the public and professional community about mental illness, its personal and public impact, and the availability of services; and coordinates projects with California Department of Corrections and Rehabilitation management, local governmental officials, advisory groups, volunteer associations, professional groups, and others to meet program goals and objectives. Performs other duties as required.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's

or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Substantial responsibility for a combination of management functions such as program planning, policy formulation, and organization coordination.
- The ability to communicate effectively, both orally and in writing, and to interact effectively with the Federal Court, the Governor's Office staff, Office of the Attorney General's legal staff, the Department of Mental Health, Legislators, law enforcement, and other governmental agencies, departmental managers, staff, and the public.
- Experience in negotiation and coordination with outside stakeholders.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the legislature, control agencies, local governments, and other state agencies on policy level issues.
- Substantial responsibility for a statewide management function such as program planning, policy

formulation, and organization coordination.

- Ability to provide leadership, oversight, and direction to multi-disciplinary teams.
- Ability to develop and implement complex project plans, schedules, and budgets to ensure that projects are completed on time and within available resources.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Parole Administrator I, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience demonstrative of the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Executive Director, Psychiatric Inpatient Program at CIW, Division of Correctional Health Care Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

For the Executive Director, Psychiatric Inpatient Program, Division of Correctional Health Care Services, the position currently exists at the California Institution for Women, San Bernardino County.

FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications must submit:

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, knowledge, and abilities as they relate to the information contained in the position description and desirable qualifications sections that are identified in this bulletin. You must provide specific examples.
- The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should not exceed three pages in length nor be less than 12 font.
- APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Interested applicants must submit:

- Application and Statement of Qualification materials described in the Filing Instructions

section of this announcement.

Applications must be submitted by the final filing date to:

CALIFORNIA PRISON HEALTH CARE SERVICES (CDCR – PLATA), Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Molly Roman | 916-322-0088 | Molly.Roman@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CPHCS Human Resources, located at 501 J Street, Lobby Drop Box, Sacramento, CA.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>